

Baltimore Convention Center

Job Announcement

Office of Human Resources

Operations Supervisor

Please mail your completed City application or resume to:

Baltimore Convention Center

1 W. Pratt Street

Baltimore, MD 21201

Email: jobs@bccenter.org

DEPARTMENT: Client Services

SALARY: \$41,326

GRADE: 088

CLOSING DATE: 8/5/2016

POSITION DUTIES: This position operates at the supervisory level requiring general vocational skills for satisfactory job performance. The work of this class involves supervising a wide range of facility changeover, cleaning, and related duties from one event to another; directs the placement of equipment and other properties; and supervises the cleaning of buildings and grounds; and trains new employees. Incumbent works with minimal supervision from an administrative superior and is expected to resolve problems by reference to general work instructions or occupational practices, procedures, and precedents.

MINIMUM QUALIFICATIONS:

EDUCATION: High School Diploma or GED Certificate.

EXPERIENCE: Two years of supervisory experience. Event-driven industry and modular staging experience preferred.

Certification: Forklift, skid loader, aerial lift, and class D motor vehicle operator certification preferable.

SELECTION PROCESS: Only candidates who meet the minimum qualifications will be considered for this classification. Send cover letter, resume, and/or applications to the Baltimore Convention Center, attn: Department of Human Resources, 1 W. Pratt Street, Baltimore, Maryland 21201 or email to: jobs@bccenter.org.

Equal Opportunity Employer/Affirmative Action Employer

